

**State of Connecticut
The Department of Social Services
STATEWIDE PROMOTIONAL OPPORTUNITY**

Social Services Program Division Director

APPLICANTS WHO HAVE NOT TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION NUMBER 100360 FOR SOCIAL SERVICES PROGRAM DIVISION DIRECTOR SHOULD NOT RESPOND TO THIS ANNOUNCEMENT.

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: October 14, 2010

Closing Date: October 22, 2010

The Department of Social Services is currently accepting applications for one (1) Social Services Program Division Director within the Bureau of Assistance Programs, located in our Hartford Central Office.

Open To: STATE EMPLOYEES ONLY

**Position: Social Services Program Division Director (MP-70)
Managerial 02
Position Number 34019**

Salary Range: \$99,559.00 - \$127,707.00 Annually

Location: 25 Sigourney Street, Hartford, CT 06106

STRONGLY RECOMMENDED:

Knowledge in the following Programs within the past five (5) years administered by the Department of Social Services:

The state's Temporary Assistance for Needy Families (TANF) program, the Supplemental Nutrition Assistance Program (SNAP – formerly the Food Stamp Program), the Care 4 Kids Child Care Assistance program, State-Funded Child Care Centers, the department's statewide Section 8 Housing Choice Voucher and state Rental Assistance Programs, the State Administered General Assistance (SAGA) cash assistance program, the State Supplement Program, and eligibility for the HUSKY A, Medicaid and SAGA medical assistance programs, as well as several smaller benefits programs.

The selected candidate for this position will be responsible for performing the following:

EXAMPLES OF DUTIES:

Representing the department before the General Assembly by providing testimony and presentations to legislative oversight councils (Medicaid Managed Care Council, TANF Council, Child Poverty and Prevention Council), Coordinating the department's work relative to the above programs with other state agencies including participation in formal state interagency activities, such as the Governor's Council on Supportive Housing and Homelessness and the Connecticut Employment and Training Commission (CETC), Being the liaison and providing reports to federal oversight agencies, including the Centers for Medicare and Medicaid Services (CMS) for Medicaid, the United States Department of Agriculture Food and Nutrition Service (FNS) for SNAP, the Office of Family Assistance of the Department of Health and Human Services Administration for Children and Families for TANF and Child Care, and the Department of Housing and Urban Development (HUD) for the Section Housing Choice Voucher program, and Working closely with client advocates and community based service providers to improve the delivery of the department's program services, and Directing the work of the bureau's management and staff (approximately 50) in three units; Family Services, Adult Services and Housing Services. The director frequently is the lead agency representative for new and emerging policy initiatives with the General Assembly, other state agencies, the federal government, and advocacy organizations.

MINIMUM QUALIFICATIONS REQUIRED:

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of programs administered through department; considerable knowledge of principles and methods of social services administration; considerable knowledge of legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to interpret laws, regulations and statistical reporting data.

Note: This position may be filled by candidates from the mandatory Re-employment and SEBAC Lists, which we are obligated to use. Applications will be accepted from candidates who have taken the current Social Services Program Division Director Number 100360 and have received a passing score or State employees who have attained permanent status in the class.

APPLICATION PROCEDURE: Candidates who meet the above requirements should complete a State of Connecticut Application for Examination of Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, and **do not mail a copy of your application form if you have faxed the materials**. Please mail or fax your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**Jeanne Anderson, Director of Human Resources
The Department of Social Services
25 Sigourney Street – 12th Floor
Hartford, CT 06106
Fax: (860) 951-2979**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE OCTOBER 22, 2010, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer